



## **Court Substance Abuse Management Specialist (CSAMS) Credential**

### **Test Dates and Application Instructions**

#### **2007 Test Dates**

Thursday, March 15	CSAMS Test #090307	IJC Room 1371
Thursday, June 21	CSAMS Test #100607	IJC Room 1371
Thursday, September 27	CSAMS Test #110907	IJC Room 1371
Thursday, December 13	CSAMS Test #121207	IJC Room 1371

#### **Test Location:**

Indiana Judicial Center, 115 West Washington Street, Indianapolis, Indiana 46204, 13<sup>th</sup> Floor, Room 1371 – South Tower, National City Center & Hyatt Regency Hotel.

#### **Test Time:**

Registration 9:30am – 10:00am  
Test 10:00am – 12:00pm

The General Information form of the application must be received at the IJC in order to register for the initial test date. Retakes of the test only require a phone call to register for a new test date.

Each applicant must sign in at the test location prior to the test beginning promptly at 10:00am.

Note: CSAMS Test dates are subject to change. Refer to the Court Alcohol and Drug Program website for notice of any changes <http://www.in.gov/judiciary/cadp/csams.html>.

If you have any questions, please contact Lori Harmon at the Indiana Judicial Center at [lharmon@courts.state.in.us](mailto:lharmon@courts.state.in.us) or (317) 232-1313.

## **Application Instructions**

The written application for the CSAMS Credential is comprised of three parts:

1. the general information form;
2. the training record; and
3. the supervised practical training verification form.

**Each part must be received by the Indiana Judicial Center in its entirety along with copies of appropriate items before the credential can be awarded.**

### **General Instructions**

- The application may be either typed or printed legibly. It is available on the website to download and fill in electronically or can be requested directly from the IJC.
- Copies of applicable certificates or other documentation (i.e. training certificates, degree, counselor certifications, etc.) are to be provided with the appropriate form.
- Required signatures must be original. A faxed copy will not suffice.
- All test materials are available through information provided at Staff Orientation and the CSAMS Assessment/Interview Training.
- Staff hired prior to January 1, 2005, must complete the application as applicable to their status in order to be eligible for the credential.
- Refer to the Rules for Court Administered Alcohol and Drug Programs, Section 30 for specific credential requirements.

### **General Information Form**

**This form must be completed in order to reserve a test date.**

- This form is required from all applicants including those hired before January 2005.
- The general information form with original signatures must be mailed to the Indiana Judicial Center, Attn: CSAMS Credential, 115 W. Washington Street, Suite 1075, Indianapolis, IN 46204 at least 30 days prior to the requested test date. Applicants sending the form after that date will not be guaranteed the test date requested and may be rescheduled for the next available test date.
- This portion of the application must be accompanied by copies of all required documentation (i.e. copies of degree, certifications).
- Access to the Judicial Code of Conduct and CSAMS Code of Ethics is available on the Indiana Judicial Center website.

## **Training Record**

**This form must be completed before the credential can be awarded—not required for testing.**

- Training verification is required for all applicants including those hired before January 2005.
- Training documentation for staff hired prior to January 1, 2005 is not required to be within the last five years.
- An applicant who is a certified probation officer is exempt from the requirement of Criminal Justice Training.
- An applicant who has a current, approved certification through the Indiana Counselors Association on Alcohol and Drug Abuse, an equivalent certification, or assessment staff status under the rules for court programs prior to the CSAMS effective date is exempt from the requirements of Alcohol and Drug Specific Training and Assessment and Interview Training.
- Staff Orientation may fulfill required hours for areas specified when completed and documented on the certificate provided at the conclusion of staff orientation.

## **Supervised Practical Training Form**

**This form must be completed before the credential can be awarded—not required for testing.**

- This form is not required for applicants hired before January 1, 2005.
- Credentials for acceptable supervision are stated in the Rules for Court Administered Alcohol and Drug Programs under Section 30(b)(3).
- Supervision must relate directly to substance abuse clients.
- Documentation of specific hours must be available upon request.
- This form must be submitted with original signatures. A copy will not suffice.